

**Department of Workforce Services  
Office of Child Care Advisory Committee  
Minutes for Wednesday August 5, 2014**

**Committee Attendees:**

Simon Bolivar	Debbie Tilley	Danielle Pallin
Julia Mohr	Debbie Elmer	Andy Hofmeister
Johnny Anderson	Bess Kendell (Judy Jackson)	Crystal Emery (Janet Wade)
Jill Chesley-McGinnis (Alda Jones)		

**Guests:**

Carrie Stott	Crystal Knippers	Leslie Trottier
Cammi Burns	Matt Anderson	Joan Nichols
Colleen Murphy	Karrie Phillips	Russell Frandsen
Lynette Rasmussen	Joyce Hastings	Donna Thomas
Emilie Holdaway	Josh Vineyard	

**Excused:**

Rhonda Dosset	Janis Dubno	Lana Stohl
Sue Okroy		

**Welcome**

Kristen announced her departure of OCC/State of Utah. A bill supporting Pre K initiatives was passed and we needed someone to take this position over and make it seamless for everyone. Carolyn Christensen will be in charge of this.

Motion to approve minutes from March, with two corrections  
Motion- Simon Bolivar  
Seconds- Debbie Tilley  
Approved

**OCC Budget & Trust Fund**-refer to handout

Kristen reviewed the OCC budget and gave a brief overview of each line item.

Kristen asked for ideas on how to spend the \$23,771.09 that is currently in the OCC Trust Fund. The committee discussed ways to use the funds for outreach and public awareness.

**Program Updates**

**QRIS/CAC**

Between July 1, 2013 and June 2, 2014:

34% of eligible programs are participating in Utah's voluntary Quality Rating Improvement System (Care About Childcare)

Eligible Centers and Family providers earned 8,192 quality criteria

113 Centers earned, 2757 quality criteria (average of 24 criteria per center)

256 Licensed Family Providers earned, 5435 quality criteria (average of 21 criteria per family program)

80 Centers earned CAC grants worth \$112,300 in materials/equipment

197 Family Providers earned CAC grants worth \$72,400 in materials/equipment

68 programs completed the CAC coaching program and earned \$26,732 worth of materials/equipment

During the last 6 months, the CAC website averaged 8,962 views each month, typically over 3,000 of these views were on the parent child care referral page  
And Steve announced that the CAC grant applications for FY 14 are now available

### Professional Development

1. The sub-committee recommends that the hours providers receive for coaching be recognized on their Career Ladder transcripts. They recommend the first step in this process be to create a Career Ladder Coaching Approval System so there will be a quality assurance component on who is providing the coaching. Other considerations for this process are:

- Who will pay for coaches?
- How will the coaching hours get tracked?

Carolyn will gather information for the sub-committee on how the current Career Ladder Instructor Approval System works to use a comparison.

2. Subcommittee discussed which professional development projects they would like to see continue. Suggestions included:

- Bi-monthly sub-committee meetings, including inviting new members that represent diverse populations (2 votes)
- Discussions on coaching, including how it could connect directly to trainings, achieving a Career Ladder level, and grants (6 votes)
- Work on the development of an Early Childhood and Afterschool Professionals Workforce Registry, including data sharing (3 votes)
- Consider how to make trainings that have been approved for the Afterschool credential, available for Career Ladder credit for those programs who serve school-age children (reciprocity agreement)
- Develop an Adult Support Provider, professional development pathway (aka the Purple Boat) for coaches and instructors (2 votes)
- Consider ways to create accountability for learning during training (IE assignments or knowledge checks) (2 votes)
- Continue to recruit community classes for the Career Ladder

### Agency Reports

#### Licensing Update

Child Care Licensing will have one single Background Screening form to simplify the screening process. Individuals who pass the background screening will receive a Background Screening Card that will be sent to the facility. The provider must make a copy of that card and keep it in the Individual's file for review by the Department. The original Background Screening Card must be given back to the Covered Individual. Individuals with a current Background Screening Card issued by CCL will be able to work at any child care facility. The child care provider has ten working days to submit to the Department a copy of the Covered Individual's Background Screening Card. No fees are required if the card is current. The Background Screening Card must be renewed every year before the end of the month of the expiration date on the card by submitting a new Background Screening Form and all required fees.

#### USOE

House Bill (HB) 96 - This bill allocated funding to Utah State Office of Education (USOE) and

Department of Workforce Services (DWS) for High Quality School Readiness Grants. These grants were released from USOE for LEA's and from DWS, Office of Child Care (OCC) for charter schools, private and home based technology providers. The School Board approved the four school districts awarded through USOE's release. DWS recommended 7 providers funding 10 sites to the School Readiness Board. All have been approved by the School Readiness Board. Carolyn Christensen is the School Readiness Program Specialist housed at OCC and will be providing technical assistance to all programs.

Senate Bill (SB) 43 - Intergenerational Poverty Interventions - This bill allocated \$1 million to the USOE. Their grant has been released and awarded. In partnership with USOE, the OCC released a supplemental grant for funded grantees participating with USOE to add specific components to their programs (e.g.; Full time site coordinator, prevention education, parent involvement, balanced programming, etc.). OCC will release a similar Intergenerational Poverty Interventions grant in early 2015 to align with the goals of OCC and SB43.

### **Director Comment**

Provider helpline is in place and working well.

FFN certification is in process. We are working on getting the systems to talk to each other by the end of September. We are mandated to have this done at that time.

Subsidy rates are at the 60th percentile or above.

New Provider website with more case information will be available this fall.

Job search. Parents need to opt in to the program to be eligible. A federal mandate may change current requirements.

Expedited CC-We can take customer statement upfront if all information is complete and issue benefits for initial 30 days while parent is obtaining verifications.

Working on Payment to Provider process.

The 980 will go away.

Discussed the possibility of establishing a QRIS Steering Committee in anticipation of rule changes at the federal level.

Adjourn